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Guide to using the Online Work Permit System (OWPS)

Indiana Department of Labor
Bureau of Child Labor

www.in.gov/labor/childlabor/index.html

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Guide to Using the Online Work Permit System

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Indiana Department of Labor

Using the Online Work Permit System

The Benefits of the Online Work Permit System

The Online Work Permit System (OWPS) can be used to issue teen work permits, process termination notices, and to revoke teen work permits. The system is designed to automate many functions of the work permit process and reduce administrative time required by Indiana schools to manage teen work permits.

Benefits of the system:

- 1) Eliminates the need for typewriters and carbon paper in favor of modern resources;
- 2) Eliminates the need to mail the bottom portion of the work permit to the department of labor;
- 3) Eliminates the need to maintain Office Record Cards;
- 4) Maintains an employment history for all teens who have been issued a work permit;
- 5) Allows quick verification of valid work permits; and
- 6) Allows for easy reprinting of lost work permits.

Logging on and using the Online Work Permit System

To use the Online Work Permit System, type in the secure web address: https://secure.IN.gov/apps/dol/work_permit into your Internet browser. (A link to the system can also be found at www.in.gov/labor/childlabor/index.html) Before entering the web site, you will be prompted by a logon screen to type in your user name and password. If you have not yet been provided a user name and password, please contact the Bureau of Child Labor at (317) 232-2655.



Enter Network Password

Please type your user name and password.

Site: secure.in.gov

Realm: Customers

User Name:

Password:

☐ Save this password in your password list

OK Cancel


After your User Name and Password are accepted, you are ready to use the OWPS.

From the OWPS home page, three functions are available:

1. Search Existing Student Records;
2. Browse the List of Students; and
3. Create a New Student Record.

These three functions will help you to create or edit student records; to add, update, or revoke active work permits; and to process termination notices.

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Department of Labor Work Permits

Welcome

Broad Ripple High School (code 5477)

Please select from the following options:

- [Search Existing Student Records](#)
- [Browse the List of Students](#)

Use the **Search Existing Students Records** or **Browse the List of Students** options to view the information for students who have an existing profile.

Once you have selected the particular student you are looking for, you will be able to edit that student's information or add a new work permit for that student. You may also re-print, terminate, or edit a student's existing work permit.

- [Create a New Student Record](#)

If a student does not have an existing profile, select **Create a New Student Record** to create a new profile for a student.

After you have created a new student profile, you will be given the opportunity to add a new work permit for that student.

Issuing Work Permits

- 1) A Student Record is required for each teen worker that is to be issued a work permit.

You will only set up one Student Record for each teen. Once the Student Record has been established, it stays in the system allowing you to review the Student Record to process termination notices, revocations, and subsequent work permit issuances. The OWPS maintains each student's employment history and eliminates the need for the Office Record Card.

- 2) A work permit may be issued to the teen's Student Record. The work permit may also be revoked or the termination notice processed from the teen's Student Record.

Creating a New Student Record

From the OWPS home page, select "Create a New Student Record" to create a new profile for the student. You will be prompted to enter the student's last name and their birth date to verify that the teen does not already have an existing Student Record.

If a match is found, the screen will look as follows:

The screenshot shows the 'accessIndiana' website header with the 'Indiana' logo and the text 'Working in a state of progress'. Below the header, it says 'Department of Labor Work Permits' and 'Welcome'. The main content area is titled 'CREATE A NEW STUDENT RECORD'. It contains three bullet points: 'The following students were found with the Last Name and Birth Date you entered. If any of the students in the list match the student you wish to enter data for, then click on the student's name to edit data for that student.', 'If none of the students in the list match the student you wish to enter data for, then click here to [create a new Student Record](#).', and 'Select **back** to return to the main page.' Below the text is a table with the following data:

Student Name	Birth Date	School	Permit Status	Is Permit in a Hazardous industry?
Wanda L. Smith	09/26/1987	Frankfort Senior High School (code 0997)	Permit Revoked on 06/03/2003 for Grades or Attendance	N/A

At the bottom of the table, there is a link: '<< back'.

If this is the student for whom the work permit is to be issued, click on their name.

If the teen does not have a Student Record, select "Create a New Student Record." You will then be taken to "Create a New Student Record" page. This page is demonstrated in the following figure:

CREATE A NEW STUDENT RECORD

- ▶ Please enter the following information to create a new student record, and then select **continue**.
- ▶ Fields marked with a * are required.
- ▶ Select **back** to return to the main page.

School Code of School Issuing the Certificate *

-- Choose School --

Name of Student

First * Middle Initial Last *

Is This Student Home Schooled? *

Yes ☐ No ☐

Birth Date *

September 26 1987

Evidence of age presented *

☐ Birth Certificate

☐ School Record

☐ Other (please specify)

Sex *

Male ☐ Female ☐

Student's Birthplace *

Parent or Guardian's Name

First * Middle Initial Last *

Parent or Guardian's Address

Street *

City * State *

Zip *

or

◀ back

continue ▶▶

Complete this information and click on "continue." You will then be brought to the confirmation page.

CONFIRM NEW STUDENT RECORD INFORMATION

Please ensure that the information you have entered is correct :

- ▶ To edit this record change the information before submitting, select **back**.
- ▶ If all of the information is correct, select **continue** to submit the information.

Student Information	
Name of the School Issuing the Certificate	Adams Central High School
Name of Minor	Bartholomew J Simpson
Is this student home schooled?	No
Sex	Male
Age / Birth Date	Age 16, born 10/10/1987
Birth Evidence Presented	Birth Certificate
Minor's Birthplace	Springfield, IN
Name of Parent or Guardian	Homer J Simpson
Street Address	123 Elm Street
City	Springfield
State	IN
Zip	46204

[<< back](#)[cancel X](#)[continue >>](#)

Verify the Student Record information.

- 1) If incorrect, select back to edit the applicable information.
- 2) If correct, select continue, and the following screen will appear.



After you have added the Student Record, you may proceed to issuing a work permit by selecting “continue.”

Issuing/Adding a Work Permit to a Student Record

You may issue/add a work permit to an existing Student Record by selecting the appropriate Student Record using the Search or Browse functions found on the OWPS home page, or by selecting “continue” after adding a new Student Record.

After selecting a Student Record from either the Search or Browse pages, from the “Edit Student Record” page, you can:

- Edit a Student Record
- Add a Work Permit
- Update a Current Work Permit
- Terminate an Active Work Permit
- Revoke an Active Work Permit

When issuing/adding a work permit, you will be asked to enter various information concerning the teen’s potential employer, the employer’s industry, the teen’s job duties, and the hours that the teen is to work.

ADD A NEW WORK PERMIT FOR :

Jimmy D Adams , age 16

- ▶ Enter the following information to add a work permit for this student, and then select *continue*.
- ▶ Fields marked with a * are required.

Employer Information

Name of Business *

Street Address *

City *

State *

Zip *

or #####-####

Business Industry *

Job Description *

Phone *

#####

After you have completed all of the required information, the OWPS will run logical checks to make sure that the teen worker will not be working in a hazardous industry or working hours prohibited by the child labor laws. If everything checks out, you will have chance to confirm the work permit information. Once this information is confirmed, the OWPS creates a work permit for the teen worker.

Printing a Work Permit

- 1) To print the work permit, you are required to have [Adobe Acrobat Reader](http://www.adobe.com) installed in your computer. If you do not, please visit <http://www.adobe.com> for the free software.
- 2) From the "Print New Work Permit" page, select "download a PDF of the work permit."

After the PDF of the work permit has appeared in your browser, select "print" from your browser's file menu to print the work permit.

Please note: To return to the previous screen, you will have to select the back button on your Internet browser.

Once you have printed the work permit, sign your name, and validate the permit. The work permit may now be given to the teen worker for presentation to the employer.

Processing Termination Notices

To process a termination notice, you must first Search or Browse to locate the teen's Student Record. Once you have found and selected the desired Student Record, you will be taken to the "Edit a Student Record" page.

From the "Edit a Student Record" page, select "Terminate Active Work Permit."

Enter the date that the teen worker ceased employment. After selecting the date using the drop down menus, select "continue."

At this point, the screen will ask you to confirm the termination of the work permit for the student. If the "back" option is chosen, the "Terminate Work Permit" page will appear. If the "cancel" option is selected, the "Edit Student Record" screen will appear. If the "continue" option is selected to confirm the termination of the work permit, the "Work Permit Successfully Terminated" page will appear.

You can then print the screen for your records. After printing, you can select "continue" to return to the teen's Student Record page, or select home to return to the OWPS home page.

Revoking a Work Permit

To revoke a work permit, you must first Search or Browse to locate the teen's Student Record. Once you have found and selected the desired Student Record, you will be taken to the "Edit a Student Record" page.

From the "Edit a Student Record" page, select "Revoke Active Work Permit."

Enter the date the work permit was revoked and select the reason for its revocation. Select "continue."

At this point, the screen will ask you to confirm the revocation of the work permit for the student. If the "back" option is chosen, the "Revoke Work Permit" page will appear. If the "cancel" option is selected, the "Edit Student Record" page will appear. If the "continue" option is selected to confirm the revocation of the work permit, the "Work Permit Successfully Revoked" page will appear.

You can then print the screen for your records. After printing, you can select "continue" to return to the teen's Student Record page, or select home to return to the OWPS home page.

If you have revoked the work permit for grades or attendance, make sure you send a letter to the employer and the teen's parents/guardian notifying them of the revocation.

Editing a Student Record

To edit a Student Record, you must first Search or Browse to locate the teen's Student Record. Once you have found and selected the desired Student Record, you will be taken to the "Edit a Student Record" page.

From the "Edit Student Record" page, select "Edit a Student Record." This will allow you to edit and confirm changes to the Student Record.

After editing and confirming the changes to the teen's Student Record, select "continue" to return to the teen's Student Record page, or select home to return to the OWPS home page.

Updating a Work Permit

To update a work permit, you must first Search or Browse to locate the teen's Student Record. Once you have found and selected the desired Student Record, you will be taken to the "Edit a Student Record" page.

From the "Edit Student Record" page, select "Update Current Work Permit." This will allow you to edit and confirm changes to the work permit.

After editing and confirming the changes to the teen's work permit, select "continue" to return to the teen's Student Record page, or select home to return to the OWPS home page.

Search Existing Student Records

To update a work permit, you must first locate the student record. This can be done using either the browse or search options. Once you have selected the student record which you would like to edit, you will be taken to the "Edit a Student Record" page.

- From the home page, you can use the "Searching Existing Student Records" function to locate the Student Records all teens who have been issued a work permit. The search function allows you to search by first name, last name, or birth date. This search will show all student profiles that meet your selected criteria. Once you have found the record for which you were searching, select that teen's Student Record and you will be taken to the "Edit Student Record" page.

**SEARCH STUDENT RECORDS**

- ▶ Please enter your search criteria, and then select **continue** to begin your search.
- ▶ At least one search term is required.
- ▶ Select **back** to return to the main page.

Student Name

First

Last

Student's Birth Date

(mm/dd/yyyy)

[◀ back](#)[continue ▶](#)

Browse the List of Student Records

“Browsing” is another search option which allows you to search all existing Student Records. “Browsing” allows you to see a list of all students in alphabetical order by last name. If the student is listed in, the Student’s Record can then be edited with a single left-click on the student’s name. The “Browse Student Record” page can also be used to determine if a teen has an existing Student Record.

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Department of Labor Work Permits

Welcome

BROWSE STUDENT RECORDS

- ▶ Click on the name of a student to view or edit that student’s information.
- ▶ Currently viewing students **1** through **5** of **5** whose last name starts with **A**.

A [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Student Name	Birth Date	School	Permit Status	Is Permit in a Hazardous industry?
Joe B Aaronson	01/01/1988	Adams Central High School (code 0021)	Has an Active Permit	N
Jimmy D Adams	01/01/1988	Adams Central High School (code 0021)	Permit Terminated on 03/02/2004	N/A
Bobby A Aeroson	01/12/1988	Adams Central Middle School (code 0013)	Permit Terminated on 02/29/2004	N/A
Bob A Aeroson	01/12/1988	Adams Central Middle School (code 0013)	Permit Terminated on 12/01/2003	N/A
Marion Aouad	06/24/1987	Adams Central Middle School (code 0013)	Permit Revoked on 12/28/2004 for Hazardous Occupation	N/A

- [Home](#)

Frequently Asked Questions

Do I have to enter the information into the system if they have already been issued an old-style green work permit?

No, you only enter information when it pertains to new work permits. The same is also true with regard to termination notices.

What do I do with the old termination notices when they come in?

Process these notices the same as you would with old system, and use the OWPS the next time the student is issued a work permit.

Do I still have to keep the office record cards?

No, with the new system there will be no need to use the Office Record Cards.

Troubleshooting and Contacts

On occasion you may have trouble logging on to the OWPS, incur a technical error within the OWPS, or discover an error within the text that the OWPS displays. If you incur such an error or discover such problems, please alert the appropriate contacts.

If reporting a technical/system error, please indicate on what page the error occurred and what you did before the error occurred and exactly what happened. Where applicable, please include the name of the student and the employer.

For trouble logging on and technical errors, please contact:

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